

INSTRUCTION NO.  
LI 1-5

LI 1-5  
ORGANIZATION  
November 1967

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SUBJECT : Mission, Functions, and Delegations of Authority, Supply  
Division

RESCISSION: LI 1-5 dated 25 July 1966

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1. MISSION

To requisition, receive, inspect, store, issue, ship, and account for Agency materiel in CONUS supply installations and to formulate and administer policy for the operation of a worldwide Agency supply system.

2. FUNCTIONS

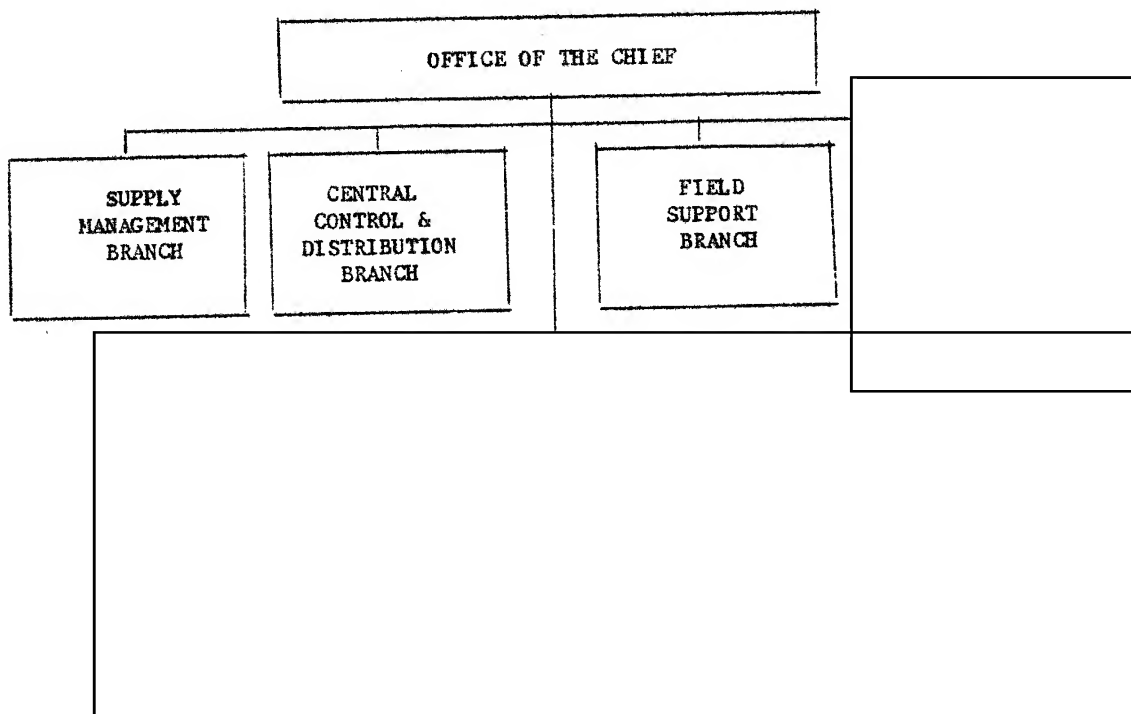
The Chief, Supply Division, or in his absence the Acting Chief, shall:

- a. Act as the principal advisor to the Director of Logistics on all supply matters and programs.
- b. Exercise command jurisdiction over  25X1A
- c. Provide staff and technical guidance and assistance to Agency components to ensure that supply support, including materiel transportation, is rendered in the most economical manner consistent with time and security factors.
- d. Acquire, issue, transfer, and dispose of materiel. Coordinate these actions with the cognizant Agency component when technical materiel is involved. 25X1A
- e. Dispose of ordnance materiel after coordination with  and in consonance with DOD policy and with the concurrence of the Director of Logistics when quantities involved are significant.

GROUP I  
Excluded from automatic  
downgrading and  
declassification

S E C R E T

OFFICE OF LOGISTICS, SUPPLY DIVISION



25X1A

25X1A

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f. Prepare, publish, and maintain a standardized Agency Supply Catalog consonant with the Federal Cataloging Program.

g. Establish and maintain liaison with other Federal agencies, District of Columbia, and adjacent State Government officials on matters pertaining to materiel requisitioning programs, transportation of materiel and vehicle registration.

h. Establish and maintain liaison with commercial firms in matters pertaining to:

- (1) Delivery and resolution of discrepancies on unclassified purchase orders.
- (2) Booking and shipment of materiel.
- (3) Packing and packaging methods and materials.
- (4) Warehousing techniques and equipment.
- (5) Item identification.
- (6) Product demonstration.

i. Effect maximum utilization of excess property as available through the GSA Excess Property Utilization Program or from DOD excess channels.

j. Monitor the Agency motor vehicle program, maintain Consolidated Tables of Vehicular Allowances, and the central Agency vehicle records.

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3. AUTHORITY

a. In conjunction with his assigned mission, the Chief, Supply Division, or in his absence the Acting Chief, is delegated the authority to:

- (1) Appoint accountable officers for personal property under the control of the Supply Division.
- (2) Procure or initiate procurement and expend funds approved for supplies, equipment, and services required for the operations of the Supply Division, Headquarters materiel transport system and  25X1A
- (3) Approve all Reports of Inventory Adjustment, including those pertaining to the disposal of excess or unserviceable property, and determine those inventory shortages or condition changes to be subject to a Report of Survey.
- (4) Make final determination and furnish appropriate disposition instructions on lists of excess property referred to Headquarters  25X1A
- (5) Approve requisitions for procurement action or interdepartmental requisitioning of stock items or nonstocked items in support of Agency activities.
- (6) Certify all receipts of materiel and services processed through  25X1A

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- (7) Incur obligations and make expenditures up to \$2,000 per fiscal year for maintenance, alteration, modification, and repairs [ ] involving several buildings, and up to \$500 for a single structure. 25X1A
- (8) Authorize procurement and supply action by the [ ] [ ] for those approved categories of supplies or equipment submitted directly to these installations by Agency components which are within the current line item dollar limitation. 25X1A
- (9) Authorize [ ] to procure expendable materiel costing less than \$100 per line item for all customer requirements available from sources within the Washington Area. Exceptions to this authority will be materiel requiring technical office research or review, materiel for stock, ordnance materiel, and [ ] 25X1C
- (10) Approve requests for issue of excess property without cost.
- (11) Approve requests for the installation of window-type air conditioning equipment, not to exceed 10,500 BTU's and limited to use in living quarters or general office areas.
- (12) Approve the transfer of Agency-owned materiel to other Government agencies on a reimbursable or nonreimbursable basis.

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g. Establish and maintain liaison with other Federal agencies, District of Columbia, and adjacent State Government officials on matters pertaining to material requisitioning programs, transportation of materiel and vehicle registration.

h. Establish and maintain liaison with commercial firms in matters pertaining to:

- (1) Delivery and resolution of discrepancies on unclassified purchase orders.
- (2) Booking and shipment of materiel.
- (3) Packing and packaging methods and materiels.
- (4) Warehousing techniques and equipment.
- (5) Item identification.
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i. Effect maximum utilization of excess property as available through the GSA Excess Property Utilization Program or from DOD excess channels.

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b. The Chief, Supply Division, may redelegate the authorities contained in paragraphs 3.a.(2), (4), (5), (6), (13), (16), (17), (18), and (19). The authority stated in paragraph 3.a.(3) may be redelegated except where it pertains to unusual loss or damage; redelegation of this authority to Chiefs of the [ ] depots may include disposition of property in accordance with

25X1A

[ ] The authority stated in paragraph 3.a.(7) may be redelegated as it pertains to maintenance, minor modification or alteration and repair. The authority stated in paragraph 3.a.(14) may be redelegated as it pertains to the loan of property for test, evaluation, and demonstration. One copy of each redelegation of authority will be forwarded to the Executive Officer.

4. ORGANIZATION

See Organization Chart on Page 2.

George E. Meloon  
Director of Logistics

S E C R E T

ROUTING AND RECORD SHEET					
SUBJECT: (Optional)					
LI 1-5					
FROM:		EXTENSION	NO.		
			DATE		
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
	RECEIVED	FORWARDED			
1. EO		9/2	u MR		
2. DD/L					
3. D/L					
4.					
5. OL/Registry					
6. EO/OL					
7. DD/L					
8. D/L					
9.					
10. OL/Registry					
11.					
12.					
13.					
14.					
15.					

- For signature